

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3258

**TITLE:** SOCIAL WORKER I

**GRADE:** S-20

**DEFINITION:**

Under supervision, to determine the eligibility and extent of need of applicants for and recipients of public assistance and related aid or services; to work with clients toward rehabilitation and achievement of self-maintenance; and to do related work as required.

**TYPICAL TASKS:**

Takes applications for public assistance and determines eligibility;  
Makes home visits;  
Interviews and counsels children in foster homes or adults receiving categorical aid;  
Recommends and helps carry out a plan for rehabilitation and self-maintenance of each client;  
Computes budgets;  
Assists applicants and recipients in utilizing available resources for health, recreational, legal, employment and other needs;  
Refers applicants to other public or private agencies;  
Recommends appropriate homes for foster care;  
Cooperates with representatives from State and local welfare and law enforcement agencies;  
Composes and dictates case records and correspondence;  
Keeps records and writes reports.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the principles of psychology;  
Knowledge of current trends in solving economic, social and health problems;  
Ability to interview;  
Ability to plan and organize work;  
Ability to interpret and understand laws and regulations;  
Ability to develop and maintain effective working relationships with a variety of individuals.

**EMPLOYMENT STANDARDS:**

Graduation from college in sociology or psychology, preferably supplemented by graduate courses in social work.